

| Evaluation criteria for SIP Milestones | | | | DESCRIPTION OF PROBLEM & ACTION |
|--|--|--|---|---------------------------------|
| | COST | SCHEDULE | TECHNICAL PERFORMANCE | |
| GREEN | Cost/Estimate at Complete (EAC) within 5% of budget | Schedule OK within 6 weeks | Meets technical requirements, or Exit Criteria on target | None required |
| YELLOW | Cost/Estimate at Complete (EAC) Over By 5 to 15% of budget, but can obtain additional budget | Behind Schedule by 6 - 12 weeks, but have adequate Slack Time and will not impact higher level milestone | Technical problems solvable, does not meet technical requirements (Exit Criteria In Jeopardy) but has approved recovery plan or within reserve margin | Explanation required |
| RED | Cost/Estimate at Complete (EAC) Over By >15%, And Need External Budget Help | Behind Schedule By > 12 weeks, Or on Critical Path and will impact higher level milestone | Technology barriers exist, will not meet technical requirements (Exit Criteria In Jeopardy) and/or does not have approved recovery plan | Explanation required |
| OPTIONAL CATEGORY | | | | |
| BLUE | Cost/Estimate at Complete (EAC) Under By >5%, While meeting Schedule and Technical Performance | Ahead of Schedule By > 6 weeks, While meeting EAC and Technical Performance | Exit Criteria Will Be Met With Less Than Planned Effort, or Technical developed, While meeting Cost and Schedule | None required |

SIP Milestone Statusing Process

Conduct a Quarterly status review for current year and selected out-year SIP Milestones and review status at MIM or with DLT. At the start of each Fiscal Year, an 18 month window of Milestones will be identified for tracking. All Milestones in the current FY00 and the first 2 Quarters of FY01 will be statused. Selected "On-going" Milestones will also be tracked. Steps 1 and 2 below will be done Quarterly, while steps 3 and 4 will be done once a year.

1) Quarterly, a SIP Milestone Status Survey form will be distributed to all current year and selected out-year SIP Milestones owners on the first work day of the Month (Feb., May, Aug., and Nov.).

| For FY Quarter | SIP Milestone Status Call | Call Response Due | MIM Review |
|-------------------|------------------------------|----------------------|---------------|
| 1st | ~Feb.1 | 2nd Friday | 3rd Friday |
| 2nd | ~May.1 | 2nd Friday | 3rd Friday |
| 3rd | ~Aug.1 | 2nd Friday | 3rd Friday |
| 4th | ~Nov.1 | 2nd Friday | 3rd Friday* |

***NOTE:** The year-end data will be presented at the Center Performance Review around December 1st. It is very important that all inputs be returned to PPO, so that they can be incorporated in the Review.

ACTION: Please fill out a Cost, Schedule, and Technical assessment for the SIP milestones you are responsible for. Use the pre-defined assessment criteria (see criteria above). Survey forms returned with "Yellow" or "Red" evaluations will require a short explanation as to the problem and what steps are being pursued to correct the problem. In the explanation, please state if Senior Management involvement is desired/required. The Survey submissions will be due to PPO by COB on second Friday of the Months the status call is issued.

It is requested that the Quarterly SIP Milestone statusing be coordinated/consolidated through the responsible program/project offices and Directorates for the Enterprise related Objectives, or through the responsible functional Directorates or Staff Offices for the Process Objectives. It is also requested that when you return your inputs, that you include your org. code as part of the file name (i.e. "6100-FY993Q-SIP.xls" for 6100's submission) and in the e-mail's "SUBJECT."

2) The Plans & Programs Office (PPO) will prepare an exception report (milestones with "Yellow" or "Red" assessments) from the compiled Survey submissions and present the report at MIMs in the months of February, May, August, and November (3rd Friday). Senior management at the MIM could recommend that a special Center PMC review be conducted to review problems in greater detail which are deemed to be important or critical. The SIP Milestone owner would prepare and present their problem and resolution strategy at the special Center PMC review.

3) The actual accomplishments toward all relevant SIP Milestones will be reviewed at their appropriate Governing/Center PMC's or Center Management Review's throughout the year.

The "FY00 1Q SIP STATUS" Tab contains the 1st Quarter FY00 GRC SIP Milestone Statusing spreadsheet. Columns A-I come directly from the SIP. This information has been updated to show the changes received for the GRC FY00 SIP. See "KEY for Changes" tab.

ACTION: Columns J-M will need to be completed/updated quarterly when the SIP Milestone status call goes out. Column F will need to be filled-in when ever a Milestone is completed.

| Column Header | Description |
|--------------------------------|---|
| A GRC SIP ID | Identification number (Enterprise or Process – number) <---This is the KEY Identification number |
| B NASA MS | Milestone Number from the NASA Performance Plan |
| C FY | Fiscal Year milestone will be completed (For the Objectives, it is the FY the current or next Milestone will be) |
| D GRC Objectives/ Milestone | GRC Objective Title found in the GRC Strategic Implementation Plan (SIP) (Bold Italic) GRC Milestone Title found in the GRC SIP under that objective |
| E Planned Date | Quarter the milestone will be completed (example 1Q99 would be 1st Quarter FY99) |
| F Actual Date | Quarter and FY the milestone was completed (example 1Q99 would be 1st Quarter FY99) |
| G Owner | GRC Objective Owner – assumed to be a Directorate or Staff Office Director Milestone Owner(s) – First name will assumed to be the lead |
| H Org. | Organization code for Owner |
| I Program/Project/ Process | Program/Project which has the milestone in its Program/Project Plan Or, the Functional Organization which owns the process or initiative |
| J Cost | Cost assessment (see proposed table for criteria) |
| K Schedule | Schedule assessment (see proposed table for criteria) |
| L Technical | Technical Performance assessment (see proposed table for criteria) |
| M Description | Description of the problem and action being taken if any of the Cost, Schedule, or Technical Performance assessments have been identified as "Yellow" or "Red" |